



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA



Vacancy Announcement # 10-04

Case Administrator/Courtroom Deputy
Location: Raleigh, NC

Salary Grade/Range: CL24 (\$35,404 - \$57,567)**

Promotional Potential: CL25 (\$39,098 - \$63,590)

** Depending upon experience and qualifications

Opening Date: 2/11/2010

Closing Date: Open Until Filled*

***Initial Cut-off Date: 2/25/2010**

Position Overview:

The United States District Court for the Eastern District of North Carolina is seeking qualified applicants for a full-time, permanent Case Administrator/Courtroom Deputy. A Case Administrator/Courtroom Deputy performs a variety of functions to support the Court, the Bar and the public. The Case Administrator/Courtroom Deputy will work closely with U.S. District Judge James C. Dever III on all civil cases assigned to Judge Dever. The Case Administrator is responsible for maintaining the official court file in all cases. Duties include being present in court during civil hearings and trials involving Judge Dever, scanning and docketing pleadings, serving notices, orders and judgments, setting deadlines, providing documents to chambers, and performing other duties as assigned. Knowledge of the Federal Rules of Civil Procedure, Eastern District of North Carolina Local Rules and CM/ECF Administrative Policies and Procedures Manual, and civil litigation is essential. Some travel may be required.

Qualifications:

Applicants must be U.S. citizens or eligible to work in the United States. To qualify for the position, an individual should have at least one year of progressively responsible administrative experience which provides knowledge of office clerical procedures involving the routine use of keyboard skills and the use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Candidate must possess the ability to communicate information accurately, effectively, and in a timely manner to individuals within and outside the court unit. The Case Administrator/Courtroom Deputy must be a self starter, extremely detail-oriented, and possess strong organizational and communication skills. Must be proficient in WordPerfect, Microsoft Word, Adobe Acrobat, and able to work in additional Windows-based applications. Experience and judgment with legal documents such as might be found in a law office or in another court in the judicial system is preferred. Civil case management experience, to include electronic case management, is preferred. A college degree and/or paralegal experience are also preferred.

Benefits:

Electronic Fund Transfer (EFT) for payroll deposit is required. Benefits include paid vacation, sick leave, ten paid holidays, a flexible benefits program; portable retirement plan with matching contributions, a flexible work schedule, and a professional environment. Salary is negotiable and will be based on experience and qualifications.

Application Procedure:

Interested applicants must submit an application package to include: an original plus two copies of the following: cover letter, resume, and a typed AO 78 application form to: U.S. District Court, Eastern District of North Carolina, ATTN: Human Resources, 310 New Bern Avenue, Room 434, Raleigh, NC 27601. The official AO78 application may be obtained at www.nced.uscourts.gov. Travel and relocation expenses will not be reimbursed. Final candidates are subject to a background check. **Application packages received by the initial cut-off date will be given first consideration.**

This agency provides reasonable accommodations to applicants with disabilities. The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.

-THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER-